

STEPS TO LOG IN TO THE NIAS PORTAL, PAYMENT AND PRINTING OF APL

This is to inform our dear esteemed members that the printing of APL certificates will henceforth be done electronically. This implies that you would be required to log-in to the NIAS portal with login details provided, then make payment via card payment, USSD and bank transfer. After payment, you can then follow the rest of the steps and print your certificate at your convenience.

We have to proceed to this level to phase out the printing of all certificates at the office and therefore avoid the bottle neck and hitches hitherto experienced before individual certificates are received.

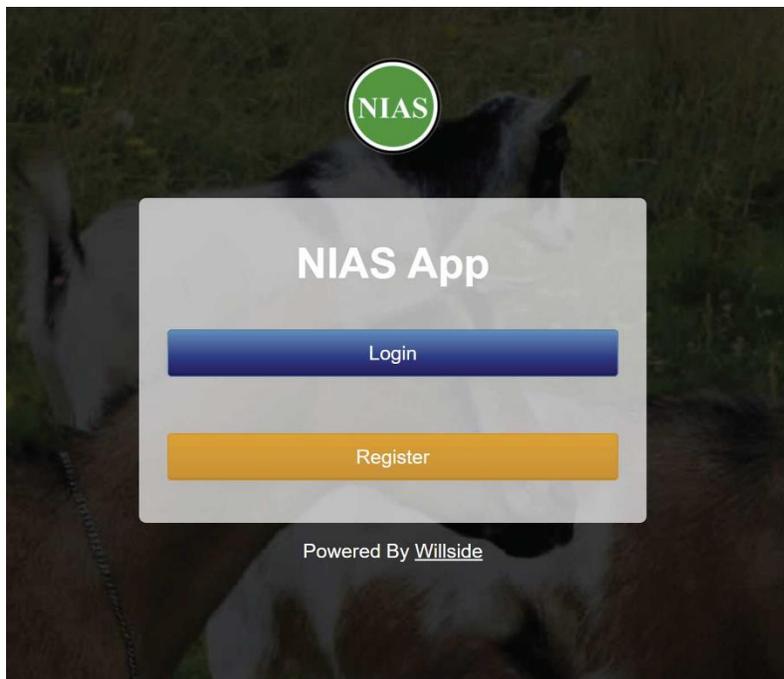
NOTE:

- 1) Your log in details will be sent to your phone numbers via SMS (If you have changed your phone contact please notify the ICT immediately).
- 2) Only those members who have met the MCPE requirement in the previous year and those officially exempted are eligible to obtain the APL for the current year.

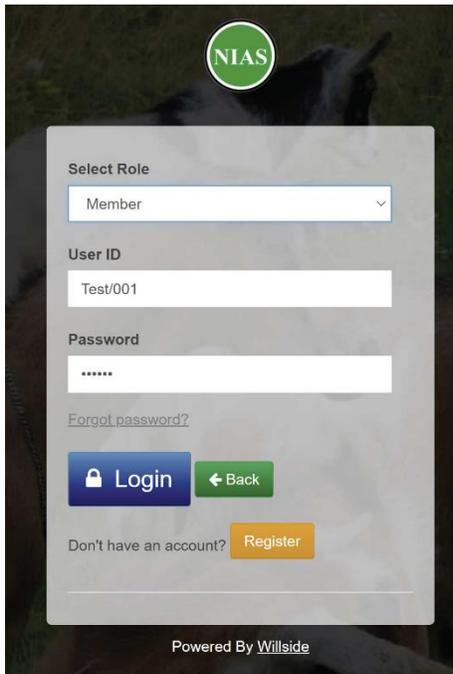
STEPS TO MAKING PAYMENT AND PRINTING OF APL CERTIFICATES

Step 1: Log in to the institute website: www.nias.gov.ng

On the menu tab click on NIAS portal

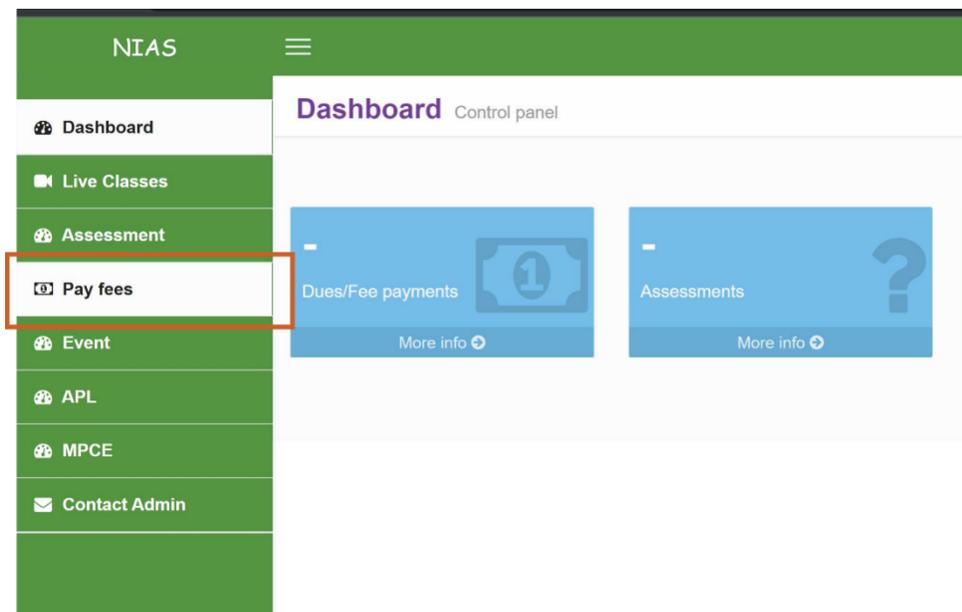


Step 2. After you click on login, select your user role. i.e member. Fill in your RAS number and password e.g USER ID: **RAS/your number**, Password: **password** and click on the login button



Step 3:

On the landing page/dashboard, click on the pay fees item on the menu



Step 4: Select the year and relevant fee items you wish to pay for and click add to

NIAS 2ND Q

Dashboard Control panel

Fee Payment Categories

Select Year: *Select the year for the fee item*

	Fee Title	Amount	Frequency	Month (for monthly fees)
<input type="checkbox"/>	APL Fee	₦5,000	Yearly	
<input type="checkbox"/>	Annual Conference Fee	₦10,000	Yearly	
<input type="checkbox"/>	Registration Fee	₦10,000	Yearly	

payments

Step 5: You should now have the fee items on the second table (see below). Go ahead and tick the ones you wish to pay for and click the pay online.

payable fees *You can delete an item by clicking on action->delete*

<input checked="" type="checkbox"/>	Fee Item	Fee Frequency	Amount	Discount	Amount Due	
<input checked="" type="checkbox"/>	APL Fee(2023)	Yearly	5000	0	5000	<input type="button" value="Action -"/>
Total			₦0	₦5,000	₦0	₦5,000

Payment Method:

remita **MasterCard** **VISA**

Step 6: On the next page, click on the pay button to make payment.

This should pop up the Remita payment dialog, giving you several payment options



Please confirm the payment below

Fee Title	Amount
APL Fee	₦5,000
Total	₦5,000

remita MasterCard VISA

Pay

Step 7: Select your preferred payment option and go ahead to make payment.

Once the payment is successful, you will be redirected to the fee history page. On that page, you should see the most recent payment on the payment history section

SELECT A PAYMENT OPTION

- Card
- Bank Account
- Bank Branch
- USSD
- Internet Banking
- Remita
- Wallet
- NEW eNaira
- Phone Number
- NEW Bank Transfer

e-Payment

CARD NUMBER

1234 5678 9012 3456

EXPIRY DATE CVV

MM / YY 123

Service Charge: NGN 241.88

Pay NGN 15,241.88

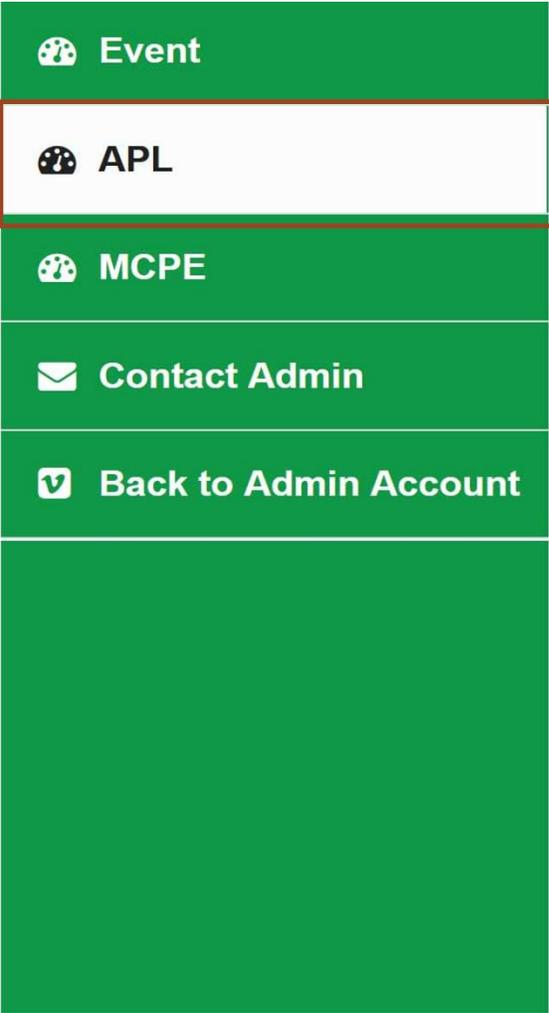
Payment History

Filter Payments:

RRR	Fee Item	Payment Method	Amount Paid	Date Paid	Remarks	Date Created	Action
330795318133	APL Fee(2023)	Online	₦5,000.00	2023-04-10		Mon, April 10 2023 5:56 AM	Action ▾

Total Paid: ₦5,000.00

After you have paid, you can go ahead to print your APL by clicking on APL on the menu below.



Select the year you paid for (Usually the current year) and click the 'get license'.

Annual Practicing License

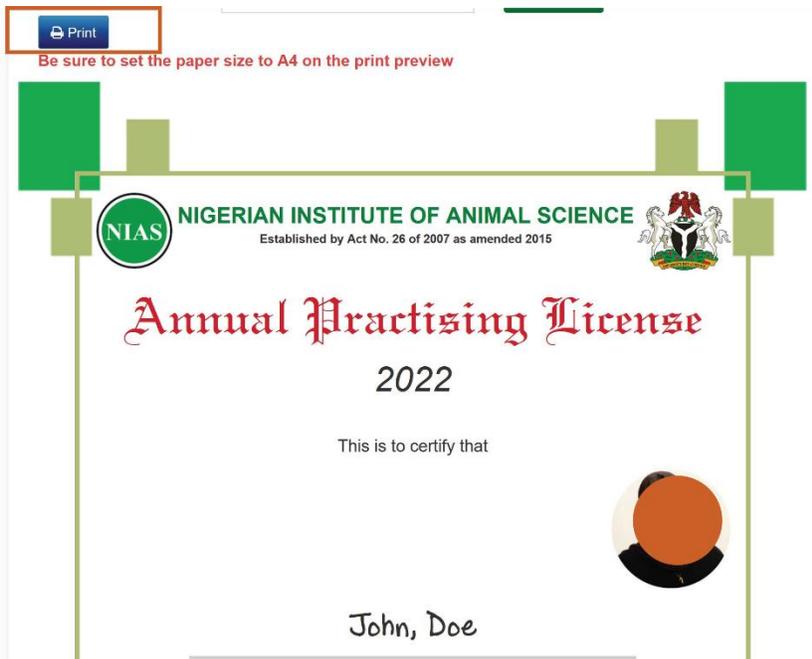
Select Year

Print

- 2022
- 2005
- 2006
- 2007
- 2008
- 2009
- 2010
- 2011
- 2012
- 2013
- 2014
- 2015
- 2016
- 2017
- 2018
- 2019
- 2020
- 2021
- 2022
- 2023

Get License

Click the print button to print the certificate.



Note: That certain fee items like the APL attracts a fine if you are paying late. For the APL fee, if you are paying for a previous year other than the current year, you will have to also pay a fine.